COLUMBUS PARKS AND RECREATION BOARD MEETING THURSDAY, DECEMBER 12, 2013 12:00 NOON

AGENDA

12:00N Call to Order **Action Items** 12:05 pm a. Approve minutes (11/14/13) b. Approve quotes/bids for: Engineering study - People Trail near Indianapolis Road bridge c. Approve 2014 Non-Reverting Fund Appropriation Resolution d. Approve claims and payrolls 12:35 pm **Discussion Items** e. Donner Center Roof update 2014 Goals **Information Items** 12:40 pm g. Department financial reports h. Staff reports Director's report 12:55 pm **Board Comments** 1:00 pm <u>Adjourn</u>

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Board Meeting Agenda December 12, 2013

Call to Order

Action Items

- a. Approve minutes Request Park Board approve the minutes for the November 14, 2013 meeting. –
 Attachment 1
- b. Approve quotes/bids Staff will present quotes for project listed for Park Board approval:
 - Engineering study People Trail near Indianapolis Road bridge
- c. Approve 2014 Non-Reverting Fund Appropriation Resolution The State Board of Accounts requires that money in the park non-reverting fund be appropriated before it is expended. J. Brinegar will present the 2014 Non-Reverting Fund Appropriation Resolution to the Park Board for approval.
- d. Approve claims and payrolls Request Park Board approve claims and payrolls as presented.

Discussion Items

- e. Donner Center Roof update David Doup will be at the meeting to update the Park Board on the Donner roof project.
- f. 2014 Goals B. Wagner will share the draft 2014 Goals with the Park Board.

Information Items

- g. Department financial reports J. Brinegar will provide an overview of the November financial reports to the Board. Attachment 2
- h. Staff reports
- i. Director's report

COLUMBUS PARKS AND RECREATION BOARD MEETING MINUTES THURSDAY, NOVEMBER 14, 2013 12:00 NOON

Present: M. Tucker, N.A. Brown, J. Hartsook and B. Wagner

Councilman D. Bunch, T. Mann, M. Caldwell, J. Sargent, J. Brinegar, S. Sasse, A. Williams and C.

Brummett

Vice President Mary Tucker called the November 14, 2013 meeting of the Columbus Park Board to order.

Subject: Approve minutes

N.A. Brown made a motion to approve the October 24, 2013 minutes as presented. J. Hartsook seconded. Motion

carried.

Subject: Approve claims and payrolls

N.A. Brown said she reviewed the claims and payrolls and has no questions. J. Hartsook moved to approve the claims and payrolls as distributed. N.A. Brown seconded. Motion carried.

Subject: Department financial reports

J. Brinegar gave a brief review of the October financial report as distributed. He said there was no large General Fund income during the month. We now have about a 4.4 month reserve balance. The lower expenses for the month as compared to last year were mainly due to having only 2 payrolls this year as compared to 3 last year. We should be receiving our fall/winter tax draw soon which should get us back to our 6 month reserve level.

He reported we have a 3.9 month reserve in the Non-Reverting Fund. We want to have closer to a 6 month reserve.

He noted the percentages spent in the budget categories for the General Fund.

He said in the Non-Reverting Fund, Gymnastic Center revenue is up, Wellness revenue is up about \$7,900 as compared to last year. He noted Wellness is a pass through account and we look for a positive balance at the end of the year. Hamilton Center revenues were down for month. He will talk to Carleen to identify the reason and will e-mail Park Board members with the information. Income for the Non-Reverting Fund as a whole is up and expenses are also up. Overall the account is solidly in the black.

Commons – City Council recently approved with the second reading the extra PERF payment for the year. The Commons budget is in good shape. N.A. Brown asked about the new restaurant for the Commons. J. Brinegar said at the Commons Board meeting yesterday, it was reported that they are waiting for contract negotiations to be completed between the restaurant and the Redevelopment Commission. The restaurant's goal is to be open by St. Patrick's Day in 2014. N.A. Brown noted when they open, we should be fully leased. J. Brinegar said optimistically, that is the case. J. Brinegar said we now have full access to the loading dock. N.A. Brown asked if that means the loading area will be eliminated on Washington Street with the opening of the loading dock. D. Bunch said the front loading area will revert back to a parking area.

Subject: Staff reports April Williams reported:

- Hamilton Center Capital Campaign is going very well. We have a challenge grant from a private citizen and
 we are set to meet our goal by the end of December. We have Mr. Henderson to thank for the progress on
 this.
- She and Shanda have been working on an event at the Commons for Dec. 7th which will be part of the
 Festival of Lights event. It will feature local artists, area bakers and entertainment. The Custer Foundation
 is underwriting the cost of decorations.

A. Williams introduced Tasha Mann, a member of the Columbus Park Foundation Board. T. Mann announced that thanks to April's hard work, the Park Foundation has received a \$150,000 DNR grant for expansion of the People Trails from Clifty Park. N.A. Brown asked when this would be in the paper. April said she was unsure about that. We will need to check with DNR. M. Tucker said that was wonderful news.

Subject: Director's Report

B. Wagner introduced, Matt Caldwell, new Director of Operations and Finance for the City of Columbus. He will be doing a lot of the work that Jeff Logston is currently doing for the city. Park Board members welcomed Matt.

B. Wagner reported:

- This is an exciting month because the Noblitt People Trail is done. It looks really good. N.A. Brown asked
 how the large cement area was. B. Wagner said it was stout and it has a good surface on it. He said it is a
 great improvement.
- The RFQ for the Amphitheater has been sent out. This process has been spearheaded by Jane Farber.
- We are looking at strategic plan/goals for 2014.
- The restroom project is complete at Hamilton Center.

J. Hartsook asked what further improvements are planned at Hamilton Center. B. Wagner said improvements will include flooring (last), partition walls, locker room updates, lights, AV equipment, etc. M. Tucker asked about the status of additions being made at parks. Are they done? B. Wagner said Mead Village and Ninth Street are complete and look very nice. The shelter is being put in at Oakbrook. The staff has put together capital priorities for the department for 2014. This was put together from the long-term capital list for the department. City Capital Committee will review this and some priorities may change. City Council will need to approve.

N.A. Brown asked about the Donner Center roof. B. Wagner said David Doup with Taylor Bros. is working on this. N.A. Brown asked if there is a timeline for the project at this point. B. Wagner said the scope and cost estimates will need to be determined first. N.A. Brown asked how soon it will get underway. B. Wagner said we are hopeful that the project will get underway in the spring.

Subject: Board comments

J. Hartsook said at the Commons, the outside concrete seating area in the front has had the caulking removed and it probably needs to be replaced before winter.

There being no further business, Vice President M. Tucker adjourned the meeting.

M. Tucker, Vice President
Columbus Park Board
N.A. Brown, Secretary
Columbus Park Board

Notes to November 2013 Financial Reports

Cash Balance Reports

Parks and Recreation Fund 204 (Tax supported fund)

Items of note

We received our fall property tax draw in November.

Summary

- The balance of the GF at the end of November was \$2,030,665.63, over \$640,000 more than at the end of October.
- November 2013 expenses were higher (\$116,994) than in November 2012 due to Liability Insurance premiums being paid in November this year.

Parks Non-reverting Fund 211 (Fees and Charges supported fund)

- Items of note
 - Revenue for November 2013 was down compared with November 2012 (\$17,106).
- Summary
 - November 2013 expenses were lower (roughly \$5,800) than November 2012.
 - The Non-reverting fund is still solidly in the black for the year.

2013 General Fund (204) Budget Report by Area and Category of Expense

Items of Note by Category

- Category 01 Personal Services 86.87% of the Personal Services budget has been expended thus far in 2013. This is slightly less than 2012 (87.76%).
- Category 02 Supplies 91.09% of the Supplies budget has been expended year to date. This is higher than the 79.62% spent through November last year.
- Category 03 Other Services and Charges 82.66% of the Other Services and Charges budget has been expended year to date which is nearly the same percentage as at this point in 2012 (82.26%).
- Category 04 Capital Outlays—None of the Capital Outlays budget has been expended for the year. In 2012 the expenses were directly related to capital items that were paid for with money encumbered from 2011.
- Revenue Revenue for the general fund is lower (approx. \$32,000) than last year at this time. A large part of this decrease can be traced to the cooler weather leading to lower attendance at the Donner Aquatic Center.

Summary

 Expenses to date are running behind (\$215,518) last year at this point, however, the decrease is directly related to capital expenditures in 2012 (\$216,789) from money encumbered from 2011.

2013 Non-reverting Fund (211) Revenue & Expense Month/YTD Summary

Items of Note by Cost Center

- Gymnastics Center Revenue was down slightly (\$474) over November 2012 while
 expenses were up slightly for the month (\$665) compared to last year. Net profit for
 the year is up (\$5,065).
- Wellness Wellness revenue was down roughly \$1,800 compared to November 2012 while expenses were up for the month (\$3,419).
- Hamilton Center Hamilton Center had a slight decrease in revenue (roughly \$1,800) while expenses were down (\$10,030) compared to November 2012.
- Teams and Leagues —Revenue in Teams and Leagues was down compared to November 2012 (down \$27,622) but had an increase in expenses (roughly \$5,700) over November 2012. Teams and Leagues still has a healthy balance for the year.

Summary

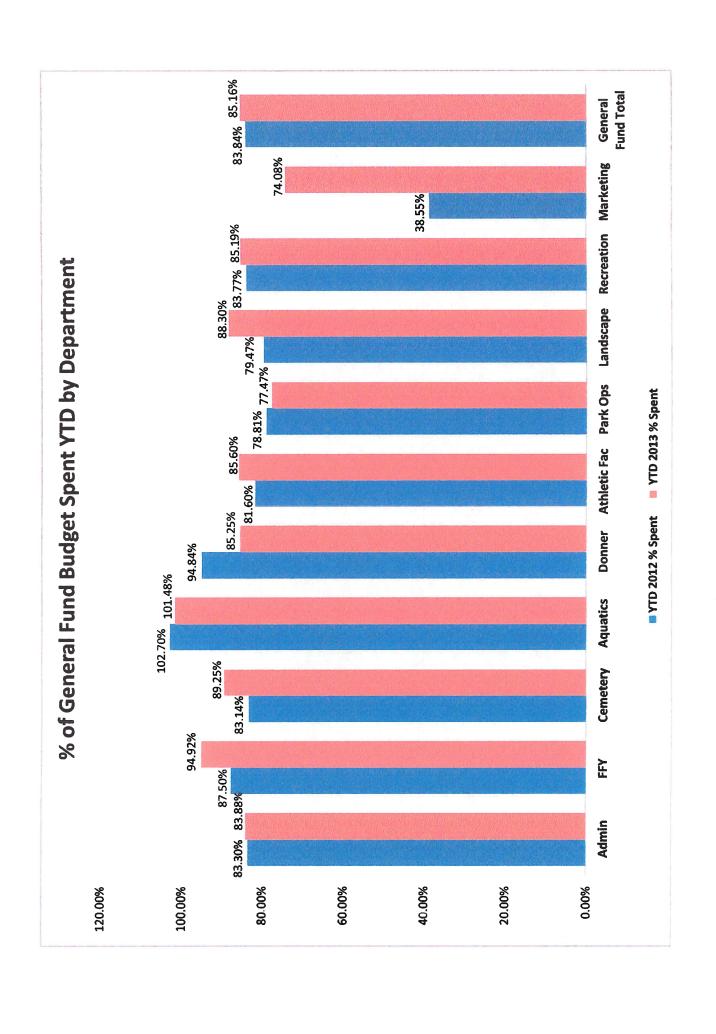
Revenues for 2013 are running ahead of 2012 to date (\$87,099). Expenses for 2013 are also running ahead of 2012 (\$150,737). The Non-reverting balance is still solidly in the black (\$77,645) for the year.

Columbus Parks and Recreation Department 2013 General Fund Budget Report by Category of Expense

		2012					2013	3	
	Adjusted Budget	November	YTD	% Spent		Adjusted Budget	November	YTD	% Spent
Admin 01	772,881.00	50,507.60	656,716.80	84.97%		527,094.38	37,182.23	464,052.80	88.04%
Admin 02	7,778.00	9.00	6,698.75	86.12%		10,289.96	226.70	9,020.37	87.66%
Admin 03	428,693,00	34,839,76	370,002.70	86.31%		401,442.00	130,623.96	318,370.65	79.31%
Admin 04	291,522.63	3,500.00	216,788.83	74.36%		4,697.20	0.00	0.00	0.00%
Admin Total	1,500,874 63	88,856.36	1,250,207 08	83.30%		943,523.54	168,032.89	791,443.82	83.88%
Admin Revenue	25,000.00	150.00	3,079 68	12.32%		25,000.00	96.20	2,155.60	8.62%
FFY 01	272,972.00	19,574.55	259,740.53	95.15%		283,179.24	21,365.45	269,792.39	95.27%
FFY 02	17,950.00	534.71	11,873.77	66.15%		12,818.00	383.99	12,791.64	99.79%
FFY 03	198,932.27	9,595.62	156,989.88			150,847.40	13.077.68	141.567.63	93.85%
FFY 04	100,002.27	0.00	0.00	. 0.02.0		-	0.00	0.00	
FFY Total	489,854.27	29,704.88	428,604.18	87.50%		446,844.64	34,827.12	424,151.66	
FFY Revenue	0.00	0.00	0.00			0.00	0.00	9 99.95	
Compton: 01	53,356.00	4.812.25	47.675.81	89.35%		54,675.57	3.799.74	51,047.71	93.36%
Cemetery 01 Cemetery 02	950.00	0.00	407.31	42.87%		1,505.00	0.00	63.96	4.25%
Cemetery 03	7.433.00	11.32	3,246.30			2,526.00	565.48	1,283,60	
Cemetery 04	7,433.00	0.00	0.00	45.07 /6		2,020.00	0.00	0.00	30.02 /0
Cemetery Total	61,739.00	4,823.57	51,329.42	83.14%	1	58,706.57	4,365.22		89.25%
Cemetery Revenue	0.00	0.00	1,300.00			0.00	500.00	1,150.00	
Aquatics 01	199,319.00	4,843.38	200,418.93	100.55%		184,592.31	5,447.89	187,276.81	101.45%
Aquatics 02	57,250.00	0.00	69,012.88	120.55%		67,321.00	47.75	66,077.45	98.15%
Aguatics 03	23,850.00	182.23	18,556.45	77.80%		21,330.00	214.41	23,927.06	112.18%
Aquatics 04		0.00	0.00			-	0.00	0.00	
Aquatics Total	280,419.00	5,025.61	287,988.26	102.70%		273,243.31	5,710.05	277,281.32	101.48%
Aquatics Revenue	135,000.00	2,390.25	163,746.80	121.29%		135,000.00	0.00	131,879.50	97.69%
Donner 01	90,694.00	6,081.43	80,985.27	89.30%		93,836.55	6,969.30	86,072.99	91.73%
Donner 02	6,117.00	150.66	4,300.02	70.30%		4,165.00	149.53	2,499.67	60.02%
Donner 03	93,000.19	1,220.68	94,740.67	101.87%		99,326.00	3,196.88	79,645.76	80.19%
Donner 04		0.00	0.00				0.00	0.00	
Donner Total	189,811.19	7,452.77	180,025.96	94.84%		197,327.55	10,315.71	168,218.42	85.25%
Athletic Fac 01	267,740.00	18,261.21	244,200.59	91.21%		421,976.51	34,534.67	381,296.55	90.36%
Athletic Fac 02	109,459.00	748.43	102,359.86	93.51%		104,267.00	10,473.79	108,704.59	104.26%
Athletic Fac 03	32,493.00	358.12	28,545.52	87.85%		23,412.00	1,077.22	23,282.21	99.45%
Athletic Fac 04	50,000.00	0.00	0.00			50,000.00	0.00	0.00	
Athletic Fac Total	459,692.00	19,367.76	375,105.97	81.60%		599,655.51	46,085.68	513,283.35	85.60%

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5,075.00	416.64	29,381.00	83.77%
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7.589.00	0.00	1	38.55%
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7,589.00		2,925.88	38.55%
51,868.00	167,647.77	2,327,337.66	87.76%
39,164.00	21,580.57		79.62%
23,239.46	61,644.69	841,752.27	82.26%
			63.48%
55 704 00	254,373.03	3,735,532.68	83.84%
35,7 34.08			105.08%
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Adjusted Budget	November	YTD	% Spent
747,614.04	50,429.84	567,377.85	75.89%
173,958.00	9,488.25	150,268.82	86.38%
189,632.14	13,209.88	143,216.98	75.52%
	0.00	0.00	
1,111,204.18	73,127.97	860,863.65	77.47%
278,077,28	19,092.71	254,120.38	91.38%
18,731.00	850.00	8,527.82	45.53%
51,240.00	3,420.00	44,687,74	87.21%
-	0.00	0.00	0
348,048.28	23,362.71	307,335.94	88.30%
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80,849.00	5,067.82	67,831.13	83.90%
3,953.00	346.99	3,670.60	92.86%
7,595.00	125.00	7,207.61	94.90%
-	0.00	0.00	
92,397.00	5,539.81	78,709.34	85.19%
59,420.00	0.00	43,844.70	73.79%
-	0.00	0.00	0.00%
3,125.00	0.00	2,486.74	79.58%
0.00	0.00	0.00	0.00%
62,545.00		46,331.44	74.08%
2,731,314.88	183,889.65	2,372,713.31	86.87%
397,007.96	21,967.00	361,624.92	91.09%
950,475.54	165,510.51	785,675.98	82.66%
54,697.20	0.00	0.00	0.00%
4,133,495.58	371,367.16	3,520,014.21	85.16%
160,000.00	596.20	136,185.05	85.12%



Columbus Parks and Recreation Department Park Non-Reverting Fund 2013 Revenue and Expense Month and YTD Summary Report Without The Commons and Golf

	20	12	20	013
Cost Center	November	YTD	November	YTD
Marketing Revenue	300.00	18,041.47	375.00	19,410.38
Marketing Expense	1,104.00	18,033.81	893.49	21,453.03
Marketing Balance	-804.00	7.66	-518.49	-2,042.65
Administration Revenue	17,487.45	405,519.70	28,972.44	401,981.64
Administration Expense	49,059.44	382,855.70	45,456.22	399,625.10
Administration Balance	-31,571.99	22,664.00	-16,483.78	2,356.54
Gymnastics Revenue	11,572.09	144,399.82	11,098.31	159,886.68
Gymnastics Expense	9,540.29	114,306.85	10,205.59	124,728.46
Gymnastics Balance	2,031.80	30,092.97	892.72	35,158.22
Hamilton Center Revenue	39,838.74	384,243.10	38,087.81	367,915.30
Hamilton Center Expense	36,533.62	430,891.31	26,503.00	478,130.78
Hamilton Center Balance	3,305.12	-46,648.21	11,584.81	-110,215.48
Wellness Revenue	12,913.45	154,801.26	11,061.80	178,344.00
Wellness Expense	14,492.60	151,304.65	17,911.29	164,699.26
Wellness Balance	-1,579.15		-6,849.49	13,644.74
Special Events Revenue	314.10	11,499.07	3,673.59	12,563.45
Special Events Expense	297.05	7,217.96	129.83	8,342.97
Special Events Balance	17.05	4,281.11	3,543.76	4,220.48
Teams & Leagues Revenue	28,957.76	471,499.40	1,335.83	538,467.56
Teams & Leagues Expense	15,562.67	359,243.12	21,260.09	417,957.04
Teams & Leagues Balance	13,395.09	112,256.28	-19,924.26	120,510.52
Sport Camps Revenue	0.00	23,884.00	0.00	21,245.00
Sport Camps Expense	0.00	19,400.06	0.00	18,181.11
Sport Camps Balance	0.00	4,483.94	0.00	3,063.89
Recreation & Arts Revenue	3,634.00	48,671.29	3,306.75	49,843.71
Recreation & Arts Expense	1,550.47	38,022.95	-24.80	38,895.23
Recreation & Arts Balance	2,083.53	10,648.34	3,331.55	10,948.48
Total Fund Revenue	115,017.59	1,662,559.11	97,911.53	1,749,657.72
Total Fund Expense	128,140.14	1,521,276.41	122,334.71	1,672,012.98
Total Fund Balance	-13,122.55	141,282.70	-24,423.18	77,644.74

©2010 2013 52015 **6005 2**011 Month Jan 400,000,000 0.00 200,000.002 100,000.001 -300,000.00 300,000.00 -200,000.00 -100,000.00 Dollars

Non-Reverting Fund Cash Balance by Month 2009 - 2013

			2013	1	Vovember	Y	ear-to-Date	Percent
			Budget		Expenses		Expenses	Spent
A.	Personal Services		and the first of the second variety and to be a second second					
112	Salary Employees	\$	84,872.00	\$	6,376.92	\$	71,064.17	84%
113	Hourly Employees	\$	197,742.00	\$	15,547.22	\$	187,012.43	95%
	Part Time Employees	\$	9,448.00	\$	1,008.00	\$	4,824.00	51%
	Seasonal/Temp Employees	\$	4,456.00	\$	•	\$	-	0%
117	Overtime	\$	7,725.00	\$	771.19	\$	8,262.39	107%
119	PERF	\$	40,733.75	\$	2,950.38	\$	41,358.55	102%
	FICA	\$	23,275.00	\$	1,767.50	\$	20,131.84	86%
	Insurance	\$	45,456.00	\$	-	\$	47,806.90	105%
	Category Total	\$	413,707.75	\$	28,421.21	\$	380,460.28	92%
				-		·		
	Supplies	eterna atastroti a	A ANDREAS AND A SECOND					
211	Office Paper	\$	500.00	\$	_	\$		0%
	Office Other	\$	1,500.00	\$	100.43	\$	1,011.70	67%
	Cleaning Supplies	\$	6,000.00	\$	44.92	\$	10,801.98	180%
	Building Materials	\$	5,000.00	\$	166.90	\$	2,817.40	56%
	Groundskeeping	\$	4,450.00	\$		\$	-,020	0%
	HVAC Supplies	\$	1,000.00	\$	_	\$	103.84	10%
	Misc Repair Supplies	\$	2,500.00	\$	_	\$	3,965.93	159%
	Medical Supplies	\$	400.00	\$	_	\$	70.91	18%
	Misc Supplies Other	\$	8,750.00	\$	19.99	\$	6,562.72	75%
201	Category Total		30,100.00	\$	332.24	\$	25,334.48	84%
	Category rotar	٠	30,100.00	٦	332.27	7	25,554.40	0470
Ot	her Services and Charges		and the state of t		And the second second	-	44.4	
	Maintenance Agreements	\$	65,000.00	\$	962.50	\$	37,338.27	57%
	Training & Instruction	\$	1,250.00	\$	- 302.30	\$	-	0%
	Misc Professional	\$	500.00	\$	_	\$		0%
	Advertising	\$	2,000.00	\$	164.00	\$	2,710.63	136%
330	Property & Casualty Ins	\$	7,500.00	\$	4,780.69	\$	4,780.69	64%
	Umbrella Insurance		2,500.00		4,700.03	\$	4,700.03	0%
	General Liability Ins	\$	2,500.00	÷		\$		0%
	Public Officials Ins	\$	1,000.00	·		\$		0%
		\$		-		\$		0%
	Telephone		1,500.00	ļ	0 147 62	\$	129,873.31	118%
	Electric Utilities	\$	110,000.00		9,147.62		No. of the second secon	
	Gas Utilities	\$	80,000.00	-	4,056.56	\$	19,056.10	24%
	Water/Sewer Utilities	\$	25,000.00	1	40.26	\$	13,802.24	55%
	Building Repair Services	\$	29,500.00	-	40.36	\$	360.36	1%
	Equipment Repair	\$	1,500.00	-	-	\$	3,847.16	256%
	Misc Repair Other	\$	14,000.00	\$		\$	4,405.60	31%
	Uniform	\$	3,000.00	\$	864.25	\$	7,194.81	240%
399	Misc Services	\$	32,500.00	\$	997.19	\$	65,770.59	202%
	Category Total	\$	379,250.00	\$	21,013.17	\$	289,139.76	76%
	Communication Total	C	823,057.75	S	49,766.62		694,934.52	84%

		2013	Š	November	Year-to-Date	Percent
	Commons Revenue	Budget	8	Revenue	Revenue	Received
152	Charges for Services	\$ 12,000.00	\$	1,175.00	\$ 12,000.00 \$ 1,175.00 \$ 9,750.75	81%
154	Reimbursements - Wages	\$ 5,000.00	⋄	,	٠ ۍ	%0
156	Reimbursements - Insurance, Damage	٠ \$	\$		٠ \$	
157	Reimbursements - Utilities	\$ 180,000.00 \$	\$	1	\$ 17,857.80	10%
166	Other Receipts	- \$	\$ 2	20,759.45	\$ 20,759.45 \$ 146,980.36	
212	Rentals	\$ 115,000.00	❖	6,510.67	\$ 115,000.00 \$ 6,510.67 \$ 124,812.06	109%
214	Reimbursements - Retail Space Leases		↔	6,585.59	6,585.59 \$ 101,130.72	
218	Transfer of Funds - EDIT	\$ 500,000.00	\$	•	\$ 401,634.33	80%
222	Sales Tax	\$ 8,000.00 \$	4	232.45	232.45 \$ 4,972.47	62%
	Category Total	Category Total \$ 820,000.00 \$ 35,263.16 \$ 807,138.49	₩.	35,263.16	\$ 807,138.49	%86